



**CONSULTANCY FOR BASELINE STUDY ON PARTICIPATION OF
FEMALE ENGAGEMENT TEAMS AND MEDIATION NETWORKS OF
WOMEN IN SADC PEACE SUPPORT OPERATIONS**

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

Date: 19 August 2026

Reference Number: SADC/3/5/2/446

**Title of Assignment: CONSULTANCY FOR BASELINE STUDY ON
PARTICIPATION OF FEMALE ENGAGEMENT TEAMS AND MEDIATION
NETWORKS OF WOMEN IN SADC PEACE SUPPORT OPERATIONS**

Procurement entity: Southern African Development Community (SADC)
Secretariat

Location: SADC Secretariat, Western Commercial Road (near Lobatse and Siboni
Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

The **SADC Secretariat** herewith invites individual consultants to submit proposals for the following contract: “**SADC/3/5/2/446 - CONSULTANCY FOR BASELINE STUDY ON PARTICIPATION OF FEMALE ENGAGEMENT TEAMS AND MEDIATION NETWORKS OF WOMEN IN SADC PEACE SUPPORT OPERATIONS**”. More details on the scope of the contract(s) are provided in the Bidding Documents which can be downloaded, free of charge, from the following website: www.sadc.int.

1. The procurement method used for this contract is **Selection of an Individual Consultant**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, 2021 available at the following website: www.sadc.int.
2. The Request for Expression of Interest (REOI) is open to individuals who satisfy the eligibility and qualification requirements stated in the Bidding Documents.
3. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **9th September 2026, at or before midnight, local Botswana time**. Proposals received after this time and date, or submitted otherwise than indicated in the Bidding Documents shall not be considered and shall be returned unopened.

P. C.

4. All notifications concerning this procurement process, including modification of the *Bidding Documents*, clarifications, results of the evaluation or cancellation notices, will be published on the following website www.sadc.int.
5. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **28th August 2026 at or before 00:00 midnight local Botswana time**, from the following contact points.

Attention: **Mr. Thomas Chabwera**

Address: SADC Secretariat, Plot No. 54385, New CBD, Private Bag 0095
Gaborone, Botswana, Telephone: +267 395 1863

E-mail: bmaruping@sadc.int

Copy to: tchabwera@sadc.int and cmakhetha@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **2nd September 2026**, by midnight, Botswana Time

Description of the assignment: **“SADC/3/5/2/446 - CONSULTANCY FOR BASELINE STUDY ON PARTICIPATION OF FEMALE ENGAGEMENT TEAMS AND MEDIATION NETWORKS OF WOMEN IN SADC PEACE SUPPORT OPERATIONS”**

6. Privacy Policy: SADC Secretariat Procurement office collects and uses your personal information for “Procurement Process” when you intend to compete and deliver any service or goods for the organization either individually or as a firm based on your consent. Your personal data is our highest security and kept for a period strictly necessary for the purpose set out. This privacy notice supplements the SADC Secretariat standard privacy notice and should be read in conjunction with the same available on SADC Secretariat website.

Mr. Purpose Chifani

O.I.C Procurement Unit

P. C. 



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	abdee23c-1698-4a85-99b1-556f68460bf3	Timestamp:	2026-08-18 07:40:50 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN FET Baseline Study Final.docx	Document Size:	163.8 KB
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Email Evidence

Signee Email:	vchingalawa@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	45.215.255.56	Request Timestamp:	2026-08-18 07:40:15 GMT
Signee GPS (if shared):	ZM: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/151.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-08-18 07:40:25 GMT

Annotations and Modifications

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Approved

Chain Of Custody Generation

Attached Document Name:	20260818T074050.157492Z SPN FET Baseline Study Final.docx	Attached Timestamp:	2026-08-18 07:40:50 GMT
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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	94078b4e-b90c-4392-8f4e-5e0dc31aa290	Timestamp:	2026-08-18 08:08:56 GMT
Signee Name:	Purpose Chifani	Sender Name:	Purpose Chifani
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN FET Baseline Study Finaldocx.pdf	Document Size:	237.9 KB
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Email Evidence

Signee Email:	pchifani@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	102.134.172.45	Request Timestamp:	2026-08-18 08:08:04 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:153.0) Gecko/20100101 Firefox/153.0	Terms Accepted Timestamp:	2026-08-18 08:08:12 GMT

Annotations and Modifications

Signature Count:	1	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

Attached Document Name:	20260818T080856.717473Z SPN FET Baseline Study Finaldocx.pdf	Attached Timestamp:	2026-08-18 08:08:56 GMT
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